



HAZARDOUS WASTE PROGRAM COORDINATOR JOB DESCRIPTION

Job Title: **Hazardous Waste Program**

Job Code: **SW102**

Coordinator

Effective Date: **October 2007**

Pay Grade: **19**

Revision Date: **April 2009**

FLSA: **Non-Exempt**

NATURE OF WORK

Under general supervision, independently and as directed by the Solid Waste Manager, performs administrative work related to long range planning, implementation, and operation of all programs for solid and moderate risk wastes, including the development of waste reduction, recycling, hazardous waste and litter control programs and reporting.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Oversees operation and maintenance of a permanent hazardous waste collection facility (Hazo Hut) and numerous smaller satellite, waste specific sites
- Staffs, transports, and conducts periodic hazardous waste collection events in remote areas of the county.
- Responds immediately and appropriately in the event of an accidental hazardous material spill.
- Manages agreements and contracts associated with waste reduction, hazardous waste and litter control programs (PROGRAMS).
- Researches, obtains and administers grant funding for PROGRAMS.
- Develops and recommends policies for PROGRAMS and operations.
- Plans, organizes, coordinates, and conducts outreach, activities, and events for PROGRAMS and information for the Solid Waste website.
- Assists in preparing budgets for PROGRAMS.
- Responds intelligently with correct information, verbally and in writing, about proper preparation and disposal of solid and hazardous wastes to the general public, service organizations, classrooms and community events.
- Develops and maintains local and regional public relations programs, including responding to questions and complaints from the public, writing information articles, and distributing media releases.
- Works with other administrative staff in the Division, and Division staff and contractors in the Hazo Hut.
- Schedules and coordinates PROGRAM activities with the Solid Waste Manager and others in the Division, as needed.
- Delivers educational services and information to target population through classroom presentations, public work shops, and community events.

- Prepares monthly reports in accordance with grant reporting requirements; tracks program expenses and income; may coordinate and apply for program grants.
- Attends, participates and represents the Division in program meetings, Solid Waste Disposal District #1 meetings, and public and private organization events, as required.
- Provides technical assistance to residents and businesses on PROGRAMS as related to Hazardous Waste Management.
- Compiles participation data and maintains records, reports, and statistical information on PROGRAMS.
- Monitors and evaluates program compliance with laws, rules, regulations, and standards for PROGRAMS.
- Monitors and evaluates program performance; recommends and implements modifications to policies and procedures.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment; and periodically off-site with exposure to inclement weather, tools and equipment. Position requires use of hands to finger and handle, ability to reach, strength sufficient to lift 50 pounds and move up to 100 pounds unassisted, physically mobile to get around the Hazo Hut, grounds and offices; scale ladders, and climb onto equipment.

EMPLOYMENT STANDARDS:

Bachelor's Degree in Environmental Science, Chemistry or related field; AND two (2) years experience in Hazardous Waste Management or four (4) years experience in Waste Management with two years of primary responsibilities in Hazardous Waste. Must be twenty-one (21) years of age (minimum).

Must obtain certification in Hazardous Materials Incident Response training within one year of employment, certification of forklift operations within six months of employment, First Aid Certification within six months of employment, and Flaggers Certification within six months of employment.

Obtain 40-hour Hazwoper certification and follow-up with 8-hour refresher course each year thereafter.

A valid Driver's License is required. Specific technical training and certifications may be required.

KNOWLEDGE AND SKILLS:**Knowledge of:**

- Current State, Federal and local regulations governing solid waste handling and disposal practices.
- Solid waste disposal principles, methods, techniques, and ecological concepts.
- Environmental permitting and compliance practices.
- County solid and moderate risk waste programs.
- County *Solid and Moderate Risk Waste Management Plan* and role of advisory committees.
- Environmental and occupational hazards, and safety precautions associated with solid and hazardous waste management.
- Standard computer software applications (Word, Excel, email).
- County policies and procedures.
- Principles, practices, and techniques of solid and hazardous waste management.

- Principles, practices, and markets for recycling programs.
- Applicable policies, procedures, and regulations covering public waste management programs.
- Processes and standards for developing and implementing community service programs.
- Waste collection, separation, transportation, recycling, and disposal operations.
- Community service grant programs, funding sources, and program reporting requirements.
- Methods for providing waste reduction, recycling, and hazardous waste information to the public
- Principles of record keeping and records management.
- Recruitment and training of citizens in environmental programs.

Skills in:

- Budgeting and cost accounting practices, particularly governmental accounting.
- Coordinating, implementing, monitoring, and evaluating community service programs and services.
- Coordinating tasks with other PROGRAMS staff.
- Writing and editing documents to meet the State's Plan Writing directive.
- Soliciting and administering Federal and State grants for waste reduction, recycling, and hazardous waste projects and programs.
- Conducting public presentations and community events.
- Interacting with people of all social, economic, cultural, and ethnic backgrounds.
- Maintaining accurate records.
- Operating a personal computer utilizing standard and specialized software.
- Dealing constructively and courteously with the Department, BOCC, Lewis County and general public.
- Establishing and maintaining effective working relationships with co-workers.
- Communicating effectively verbally and in writing.